

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 87-06

OPEN TO: All Interested Candidates

POSITION: CLO Clerk, FSN-6; FP-8 (Full performance level)*

LENGTH OF HIRE: Temporary position for ELEVEN (11) months

OPENING DATE: September 12, 2006

CLOSING DATE: September 25, 2006

WORK HOURS: Part-time; 30 hours/week

SALARY: *Not-Ordinarily Resident: \$28,183 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

*Ordinarily Resident: €1,502 p.a. (Starting salary)
(Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Skopje is seeking individual for the position of **Clerk in the Community Liaison Office (CLO)**.

BASIC FUNCTION OF POSITION

This position will provide clerical support to the Community Liaison Office (CLO) by maintaining and updating client databases; co-ordinate with local service providers; and assist with language interpretation and other clerical functions related to the CLO area of responsibility. Additionally this position will assist CLO Coordinators with organizing events and activities in order to meet the diverse needs of the Mission as a whole.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in Linguistics/Social work is required.
2. Two (2) years of admin and clerical experience in customer-oriented service, work in a cross-cultural environment, and translating/interpreting experience is required.
3. Level IV (Fluent) Speaking/Reading English is required and Level IV (Fluent) Speaking/Reading/ Macedonian is required.
4. Good knowledge of Microsoft Publisher (or similar desktop publishing software) and Microsoft Word and Excel is required.
5. Good typing skills are required. Ability to work additional hours on weekends and holidays is required. Translating/Interpreting skills are also required.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia
E-mail: ApplicationS@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service

member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 25, 2006

The US Mission in Macedonia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.